



GRI Standards Report Registration System

Frequently Asked Questions (FAQs)

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1. How do I register a report or any published material referencing the GRI Standards?

You can register a GRI Standards-based report or any published material referencing the GRI Standards using the [GRI Standards Report Registration System](#). To register your report, please click [here](#) and log in using your MyGRI account. If you don't have an account yet, sign up for one. You can find a step-by-step guidance in our [Guide to Register a GRI Standards Report](#).

If you require further assistance or have a question, please contact reportregistration@globalreporting.org.

2. How should I notify GRI of the use of the GRI Standards – using the email address mentioned in the Standards or using Report Registration System?

As per Requirement 9 in the Universal Standards 2021, the organization shall notify GRI of the use of the GRI Standards and the statement of use by sending an email to reportregistration@globalreporting.org. At the same time, we would like to store the report safely and efficiently, that is why we kindly ask organizations to also register their reports via [GRI Standards Report Registration System](#).

3. Why do I have to register my report in the first place?

As per Requirement 9 in *GRI 1: Foundation 2021*, the organization shall notify GRI of the use of the GRI Standards. **It is a mandatory step** in reporting either in accordance with the GRI Standards or with reference to the GRI Standards.

4. Should I notify GRI of the use of the Standards before or after the report is published?

You need to notify GRI of the use of the GRI Standards **after** the report is published.

5. Can GRI verify that the report of my organization has been written correctly in accordance with the GRI Standards?

As mentioned above, GRI does not verify, check, or pass judgment on the quality of the disclosures within a report nor the process of preparing the disclosures. That responsibility remains with the reporting organization and its stakeholders.

6. How often should my organization publish and submit reports?

It is up for the reporting organization to decide on the frequency of reporting. As per section 5.1 in *GRI 1: Foundation 2021*, an organization is recommended, but not required, to align its sustainability reporting with other statutory and regulatory reporting, in particular its financial reporting. This means that the organization should report the information for the same reporting period and for the same group of entities as covered in its financial reporting. The organization should also publish the information at the same time as its financial reporting, where this is possible.

7. The report of my organization is published in several languages, which one should I register?

The report only needs to be submitted once, and it is up for the reporting organization to decide in which language should be submitted. Keep in mind that it is not possible from your end to include both reports with the same publication year. Therefore, we would kindly ask that you register them under different publication years and then inform us so that we could adjust it from our end.

8. My report won't be made public and will only be available internally. Should I still register it?

If that's the case, please share your report and all information mentioned in the Requirement 9 of *GRI 1: Foundation 2021* with us via reportregistration@globalreporting.org.

9. Can you give me some examples of reports that use the Universal Standards 2021?

As of now GRI does not provide such information.

10. Can you provide some data (for research) about information in the registered reports?

As mentioned above, GRI does not provide any data on or from the registered reports.

11. There used to be a database with publicly available reports, but I can't see it on the website anymore. What happened?

It is no longer possible to access the Sustainability Disclosure Database. The reason for this is that the process for collection and registration of reports is a very labor-intensive process and we have

been unable to keep up with the number of registrations. This resulted in an inaccurate decreasing trend after 2017, which gave the wrong impression on the global adoption of the GRI Standards. Limited resources have forced us to focus on our core work, which is setting standards for sustainability reporting.

If you would like to look into sustainability reports, we would recommend that you use the websites of the reporting organizations directly.

12. Why do I see a registered report in the system with the status 'unverified'?

After entering the [GRI Standards Report Registration System](#) you may see a list of reports associated with your organization. It is possible that some will show the status 'unverified' while others will show the status 'verified'.

Please note that the status 'verified' does not mean that GRI has verified/approved/checked that your report is written in accordance with or with reference to the GRI Standards. It simply means that the report has been submitted to GRI, and the person who submitted the report was able to do so on behalf of the reporting organization. GRI does not verify, check, or pass judgment on the quality of the disclosures within a report nor the process of preparing the disclosures. That responsibility remains with the reporting organization and its stakeholders.

If you see the status 'unverified', it means that the respective report has been previously added to the system either by a third party (such as consultant) or by another contact of your organization, but its submission has not been verified on behalf of the reporting organization. All you need to do is to edit that report and verify it by re-submitting the report.

13. How will I know that my report is registered?

After you click the 'Submit report' button, the notification process as required by *GRI 1: Foundation 2021* is complete. You will then receive an automated message from us confirming your registration.

14. Can a third party (a consultant) register a report on behalf of a reporting organization?

The [GRI Standards Report Registration System](#) is designed to enable reporting organizations to notify GRI of the use of the GRI Standards, as required by *GRI 1: Foundation 2021*. Information about the organization and its report must be completed and verified either:

- by an individual from the reporting organization or
- by a 3rd party representing the organization who is authorized to submit the GRI Standards report on the organization's behalf. In addition, the 3rd party must include in the registration

an organization's contact as additional contact and must inform the respective person about sharing their details with GRI for registration purposes.

15. Can I update information about a report once I have completed the report registration process?

Once you submit a report and thus verify it, you **cannot** make any more edits to the submitted information. Hence, please review and edit your registration before submitting. If you would like to make any changes to your submission, please contact reportregistration@globalreporting.org.

16. I forgot my password, what should I do?

GRI does not store your passwords, so please request a new password [here](#). You will receive a password reset email. Follow the instructions to change your password and retrieve your account. If you face any difficulties with resetting your password, feel free to email us at reportregistration@globalreporting.org.